

# Art Experiences

## 2016 Summer Day Camp

### Parent Handbook



**Parks  
Make  
Life  
Better!**



city of burbank **PARKS  
& RECREATION**



# WELCOME!

The City of Burbank Parks & Recreation Department would like to welcome you to our Art Experiences Summer Day Camp Program. Our summer camp staff and expert instructors have prepared an exciting summer program which will truly make your child's summer a fun and memorable one. Please take the time to read through this handbook as it contains valuable information including camp policies and procedures. We look forward to a great summer!

## 2016 ART EXPERIENCES SCHEDULE

SESSION	DATES	THEME
Session 1	June 6-10	It's An ART World, After All
Session 2	June 13-17	ARTists in Wonderland
Session 3	June 20-24	Dragons, Fairies, & Mystical ARTifacts
Session 4	June 27-July 1	The Lost City of ARTlantis
Session 5*	July 5-8	ARTs & Stripes
Session 6	July 11-15	The Great ARTdoors
Session 7	July 18-22	ART Across the Galaxy
Session 8	July 25-29	Adventures of ARTman & the Creative Kids
Session 9	August 1-5	ARTs of the Caribbean

\*No camp on July 4th

## CAMP HOURS

Monday – Friday, 9:00 a.m. – 1:00 p.m.

## LATE PICK UP FEE

A late pick up fee will be charged starting at 1:01 p.m. The charge is \$5.00 per child for the first 15 minutes, or portion thereof, and an additional \$1.00 per minute thereafter.

## SIGN-IN/OUT POLICY

A parent or responsible adult (18 years or older) must sign their child into camp with staff upon arrival. Children will have a designated area to store their belongings. A parent or responsible adult (listed on the registration form) must sign your child out of camp. **Only the people listed on your registration form will be authorized to sign-out your child. A photo I.D. will be required to verify the parent's or responsible adult's identification.** If an unauthorized adult attempts to pick up your child, or if the adult's identification cannot be verified with a picture I.D., staff will not release your child to him/her. Changes to your authorization list (adding/deleting names) may be done with your camp coordinator.

## SIGN IN/OUT LOCATION

Olive Recreation Center – Room 6  
1111 West Olive Ave  
Burbank CA 91506

## CAMP SCHEDULE

A camp newsletter will be available the first day of each camp session. Please read this newsletter carefully as it will include important information about the week's activities and events. All Art Experiences Camp activities and events are subject to change without notice. The typical daily schedule is as follows:

9:00-9:15am	<b>Check-In</b> – All campers report to Room 6 in Olive Recreation Center for sign-in
9:15-10:15am	<b>Rotation 1</b> – Campers are taught by expert instructors and supervised by staff
10:15-10:30am	<b>Restroom &amp; Water Break</b> – Supervised by staff
10:30-11:30am	<b>Rotation 2</b> – Campers are taught by expert instructors and supervised by staff
11:30-11:50am	<b>Snack Break</b> – Campers bring their own snack
11:50-12:50pm	<b>Rotation 3</b> – Campers are taught by expert instructors and supervised by staff
12:50-1:00pm	<b>Check-Out</b> – All campers are signed out by authorized adult in Room 6 in Olive Recreation Center. <i><b>Please have I.D.'s ready when signing out</b></i>

## FRIDAY SPECIAL EVENT DAY INFORMATION

Campers will participate in various performances or workshops with special guests and/or staff. Please feel free to talk to the camp staff if you have additional questions or concerns.

## SNACKS

Art Experiences Camp staff does **NOT** provide snack. Please provide a snack for your camper to enjoy at 11:30 a.m. Campers will be very active at camp so please pack a healthy snack. Please do not pack candy or other foods with little nutritional value. Be sure to include a drink for snack and label all snacks and containers with your child's name. Water fountains are readily available at the camp site.

## WHAT NOT TO BRING TO CAMP

- Electronic devices
- Valuables
- Expensive clothing or jewelry
- Games or trading cards
- Toys

## WHAT TO WEAR TO CAMP

Campers should wear comfortable clothing and athletic shoes (**NO SANDALS or OPEN TOED SHOES**) to camp. Shorts and a t-shirt are standard camp wear. Some camp activities are outdoors. Please apply sunscreen to your child BEFORE arriving at camp.

## LOST ITEMS

Art Experiences is not responsible for any lost or stolen items. Please label snacks and personal belongings with your child's full name. At the end of each day, any personal belongings left at camp are placed in the Camp's Lost and Found. Unclaimed Lost and Found items will be donated after 30 days.

## MEDICATION

If your child requires any medication during program hours, **you and your doctor must complete a Burbank Parks & Recreation Department Medication Release form.** Art Experiences camp staff will administer the medication only with this form on file. Camp staff must hold all medication. Please do not put your child's medication in their lunches or send medication with your child to administer to themselves. **Please note any information that will help staff effectively supervise your children, for example: health considerations, special needs, etc. on the Art Experiences 2016 Camp Registration form.**

## ILLNESS

Please keep children who are sick at home.

**Fever:** If your child has a fever, he/she cannot attend Camp. If your child develops a fever with a temperature of 100 degrees or greater, you will be called to pick up your child. Children should not return to camp unless they have been fever free for 24 hours without the use of fever reducing medication.

**Communicable Diseases:** (i.e., chicken pox, measles) Please let us know if your child contracts a communicable disease so that we may inform other parents. Your child may come back when cleared by a doctor. For chicken pox, all spots must be dry.

**Lice:** If your child is found to have lice, you will be called to pick up your child since lice is highly transmittable. Before your child may return to camp, he/she needs to be free of lice, as well as the eggs. Please thoroughly clean wherever your child puts his/her head—car seats, sofas, towels, pillows, etc., to stop the infestation. We will also take steps to treat the campsite (e.g., rugs, mats).

## BATHROOM POLICY

Campers will visit the restroom at a specific time as a group supervised by staff. If a camper needs to use the restroom before or after the designated time, staff will accompany them and wait in the doorway of the restroom while he/she uses the facility.

## DISCIPLINE

To prevent the need for discipline, the City of Burbank Parks & Recreation staff utilizes positive reinforcement techniques while communicating with the children. The Art Experiences staff recognizes and rewards appropriate behavior. However, if there is a need for discipline, appropriate action will be taken. The procedures used by staff are designed to be fair, consistent, and effective. The staff and child will discuss the inappropriate behavior and expectations of campers in the program. If the problem continues, the child could receive a warning, a time-out and/or participation privileges taken away.

Examples of Specific Misbehavior:

1. Constant harassment of other children (including hitting, name calling, etc.)
2. Disrespect shown to staff members
3. Not following directions and rules
4. Use of profanity or inappropriate words

If a child's behavior is unsafe or harmful to themselves or others, parents will be notified to pick up their child. Recurrent behavioral problems may result in temporary or permanent suspension from the program.

## PARENT INVOLVEMENT

We strongly encourage parent communication and cooperation with the staff. Good communication with each parent helps the Art Experiences Camp staff members relate to the children most effectively. Please feel free to communicate any special needs or address any concerns that you have to the staff. The staff will inform you of any behavior concerns regarding your child when necessary.

The City of Burbank Parks & Recreation Department is committed to providing safe and quality programs for your children. For the safety of the children in the Art Experiences program, the City of Burbank does not allow parents/adults to volunteer or make extended visits during program hours. If you need to drop off a snack or talk to your child during program hours and you are not signing your child out, please limit your visit to less than five minutes. Engaging in activities or interacting with other children during program hours is prohibited. The limited visitation time allows for our staff to have better supervision of the children, limit their exposure to strangers, and ensure a safer environment.

## PHOTOGRAPHY

Please be advised that Art Experiences Camp participants are subject to being photographed and such photographs may be used to publicize City of Burbank programs and events.

## CAMP FEE INFORMATION

For tax purposes, our Tax I.D. number is **95-6000683**. **Please keep your receipts for your tax records and/or personal purpose. We do not distribute a cumulative total of day camp fees or reprint receipts. Please make sure we have your correct email on file so you receive an email receipt when we process your payments.**

The balance for each session is to be paid in full upon registration. You may make payments with cash (please bring exact change), check, Visa, MasterCard, or money order. Please make checks payable to **City of Burbank** and include your driver's license number and your child's name on the check.

## CHECK SERVICE CHARGE

Any check returned for insufficient funds must be paid for in cash and will be subject to a \$25.00 NSF service charge. Furthermore, you may be required to make any future payments in cash or by money order.

## TRANSFERS, WITHDRAWALS AND REFUNDS

**Two (2) week notice** is required to transfer to a different session. Transfers will be granted on an availability basis only.

**Refund Policy :** A \$10 refund processing fee will be assessed for each camp session refund. Notification of withdrawal must be given to staff a minimum of two (2) weeks prior to the session start date. Notification given less than two (2) weeks prior to the session start date will result in a 50% refund for each camp session. A refund will not be issued after the session begins. In the event that a session is cancelled by the Parks & Recreation department, a full refund will be issued.